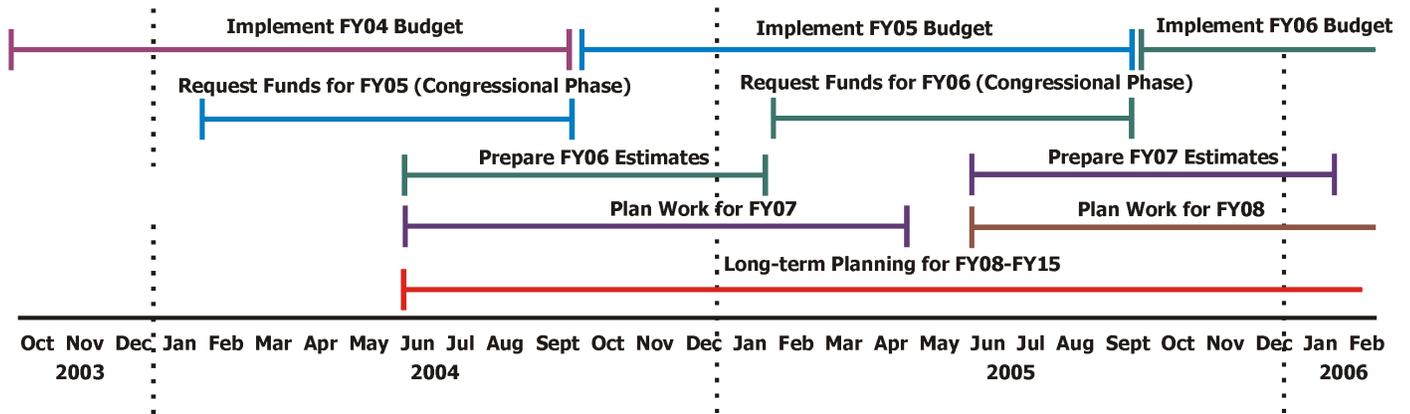


THE BUDGET AND PLANNING PROCESS

- The Yuma Area Office prepares work plans to identify work activities. The Regional Budget Management Team uses the information in the work plans to prepare and submit a regional plan to Reclamation. Reclamation reviews the information submitted and prepares a budget for the Department of the Interior (DOI). DOI reviews the Reclamation budget and provides direction to prepare the draft of the President's budget which is submitted to Office of Management and Budget (OMB) for review.
- The **Official Budget** is developed in accordance with the Administration's goals and directions which flow from the OMB to the various departments and independent agencies.
- The Official Budget process is a recurring and standard process with prescribed guidelines, content, and format. Budget estimates remain confidential until the President's official submission to Congress in February.
- **Appropriations Bills** are due to be signed into law by October 1 each year. **Continuing Resolutions** occur when an appropriations bill is not passed by the start of a fiscal year. **Transfers** take unspent money from one project and give it to another. **Supplemental Bills** are issued when additional money is needed after the fiscal year has begun.
- The **authorization process** gives permission to establish or renew programs and may set an appropriations ceiling. Authorization does not guarantee funding. The appropriations process allocates funds to be utilized for authorized programs. According to both Rule 16 in the Senate and Rule 21 in the House, authorization must occur before appropriation. Congress is not allowed to allocate money to programs not previously authorized by law. Authorizing legislation is not admissible in appropriations bills.
- Reclamation funding is provided for in the **Energy and Water** Appropriations bill.



YAO Budget Process and Resource Plan Timeline



• The Yuma Area Office budgeting process involves working concurrently on separate budgets for several fiscal years, beginning with the current **fiscal year 2004 (FY04)**.

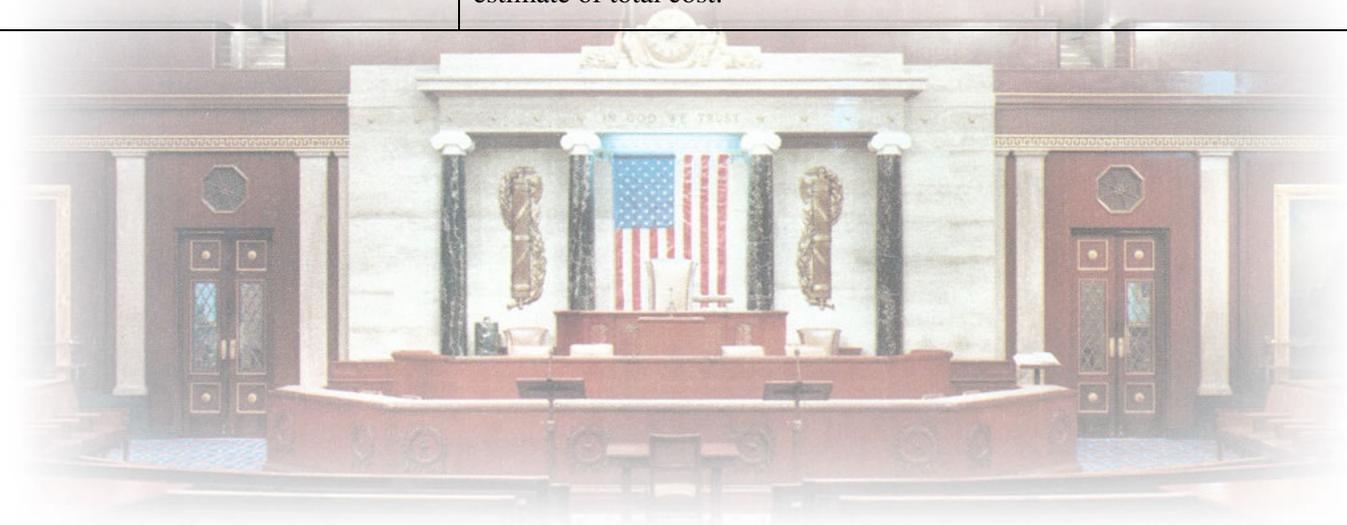
• During **FY04**, the Yuma Area Office will be:

- Implementing the **FY04** budget
 - Preparing the request for the **FY05** budget
 - Preparing estimates for the **FY06** budget
 - Planning for the **FY07** budget and
 - Conducting long-term planning for **FY08-15**



Budget Process and Resource Plan Timetable

Date	Activities
Implement	
October-September	OMB apportions funds to agencies. Agencies incur obligations and make outlays.
Request	
By first Monday in February	President submits budget to Congress.
February-September	Congressional hearings; Constituents may request write-ins.
October 1	Fiscal year begins.
Estimate	
June-August	Agencies prepare draft budget request based on OMB and guidance
September	Draft budget submitted to OMB
September-November	OMB reviews draft and provides final decisions
November-December	Agencies finalize budget request based on OMB decisions
Planning	
June-October	Yuma Area Office prepares work plans
October-December	Regional Budget Management Team prepares Regional estimates
January-April	Reclamation prepares estimates for submittal to the Department of Interior
Long-Term Planning	
Continuous	Yuma Area Office identifies potential activities to be included in future budget requests including general description, desired outcome and rough estimate of total cost.



The United States Appropriations Process

